

27 NOV 1985

MEMORANDUM FOR: Art Carlucci, Project Manager, GSA  
FROM:   
Chief, New Building Project Office, OL  
SUBJECT: Construction Status Meeting

1. This organization is extremely interested in all aspects of the construction activities we are currently funding. This interest stems from our professional interest in the technical details and an obligation to our management to insure that all activities are on schedule and meet our requirements. In order to allow us to meet our obligations, I wish to establish a weekly construction status meeting where you and each member of your inspection team summarize the major activities under your cognizance. Also to be discussed will be areas of mutual concern such as security issues, any proposed changes we may have impacting on construction, and any other Agency activities which may affect construction.

2. These meetings are not meant to be a burden. I assure you that all questions and issues to be discussed are a normal part of your daily activities and would not require special preparation. We will keep the meetings as short as possible.

3. The kick-off meeting will be held at 1000 hours on Monday, 2 December in the GSA Trailer Conference Room.

cc: Pat Blackmore  
Sam Bryson  
Fred Daniell  
Nancy Johnson  
John Schultz  
Joe Smercak  
Gary Steele  
Gary Lee

OL/NBPO,  27 Nov 85

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